

National P. G. College (Autonomous & A Grade College)
Certificate Course in Computerised Accounting & Taxation
Course Contents:

Module	Topic	Lectures	Hours
1	Basic of Accounting & Computer: Basic concept of accounting, Types of accounting, necessary accounting record of business, D.B.S. Excel basics • Introduction to spreadsheets • Office and Excel overview • Basic text and cell formatting • Basic arithmetic calculation • Special paste • Freeze pane • Auto completion of series • Sort and filter • Charts • Data validation	6	12
2	Basic of Accounting with GST: Journal Entries with GST treatment. Ledger with GST, Trial Balance with GST regulations.	2	4
3	Advance Accounting: Cash Book, Basic of Budget, and Financial Statement with GST.	2	4
4	Tally: Fundamental of Tally ERP 9, Features of F11, F12.	2	4
5	Preparation Basic Documents Through Tally ERP9: Ledger, Vouchers, Pay Slip, Stock Record & Financial Statement.	2	4
6	Basic of Taxation: Basic terms of Direct taxation & Indirect Taxation.	2	4
7	Assessment Procedure: TDS, ITR-1, ITR-2, ITR-3.....ITR-7.	3	6
8	GST: Basic of GST, Single GST, Dual GST, Meaning of supply, Input Tax Credit, GSTN,	2	4
9	GST Advance: RCM, E-Way Bill, Zero Rated Supply	2	4
10	GST Filling Procedure: Goods and Services Exempted from GS,T Procedure of filling GST, TDS & TCS.	2	4
11	Workshop	2	10
12	Industrial Visit	2	10

Evaluation Criteria: TEST MCQ Based
 Assignment & Test:

Marks - 60
 Marks - 40

References: GST- Taxman, GST- H.C. Mehrotra., GST- Somesh Shukla.

Asst. Coordinator:
 Dr. Neeraj Arya Srivastava

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 Dr. Jyoti Bhargava